

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> Program should list requirements for training, and items to be accomplished. 	<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> Specific requirements for training programs are defined in the Training Course Package. The required training for an individual is defined in a Job Training Assessment. Job Training Assessments are discussed with the workers and are agreed upon by the supervisor and by management. Each JTA is linked to a specific job through a Job Code. For example, Job Code 510, Operations Coordinator, requires personnel to be trained in a number of operations-related and safety-related procedures prior to becoming fully qualified. An individual may be qualified in several Job Codes. 	<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> None.
<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> The qualifications of instructors must be defined. 	<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> Training is conducted by qualified personnel. Qualifications of instructors are defined in the Training Course Package, and this documentation is maintained by the Training and Procedures Manager. Instructors are selected based upon skills and subject-matter knowledge. 	<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> None.
<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> Careful observation of trainees is required. Instructor should discuss procedure steps in detail. Instructor should be able to intervene, if required. Instructors should verify any recorded readings and discuss the implications of trends and off-normal readings. 	<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> Trainees are observed by senior operators. Procedure training is via classroom, question and answer forms or by walk-through of the procedure steps with the instructor. Instructors for operators are supervisors or lead personnel and intervene when needed. Verifying recorded readings and discussing implications of trends and off-normal readings is part of the training. 	<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> None.

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<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> Program should be approved and any changes reviewed by appropriate management. 	<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> Each job at the CAD is assessed by management, the Safety Division Head, the supervisor and the workers. They assess for duties and responsibilities, competencies, education requirements and environmental, safety or health hazards. Changes to qualification programs are reviewed and approved by management. 	<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> None.
<p>5. Training Documentation</p> <ul style="list-style-type: none"> Document classroom instruction, written exam, and On-the-Job Training requirements. 	<p>5. Training Documentation</p> <ul style="list-style-type: none"> Exams, documentation of classroom or on-the-job training programs, and other written training materials are maintained by the CAD Training and Procedures Manager. 	<p>5. Training Documentation</p> <ul style="list-style-type: none"> None.
<p>6. Suspension of Training</p> <ul style="list-style-type: none"> If an abnormal or emergency condition occurs training should be suspended. 	<p>6. Suspension of Training</p> <ul style="list-style-type: none"> Operation of equipment by operator-trainees is suspended when necessary to ensure safe and reliable operation of the CAD, see OPM 3.1, "Emergency Procedures to be Implemented by the Department Emergency Coordinator." 	<p>6. Suspension of Training</p> <ul style="list-style-type: none"> None.
<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> Set limits for number of students and the ratio of instructors to trainees. 	<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> The maximum and minimum number of trainees allowed to simultaneously participate in training is considered and documented in each Training Course Package. 	<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> None.
<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> Document how and when trainees can be used. 	<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> The use of trainees to support operations is documented in OPM 2.4, "Training." 	<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> None.